

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**SINGLE MEMBER LIMITED LIABILITY COMPANY**  
**REQUEST FOR DEPARTMENT IDENTIFICATION NUMBER**

FOR DRA USE ONLY

## INSTRUCTIONS

<b>WHO MUST FILE</b>	All <b>Single</b> Member Limited Liability Companies (SMLLC)
<b>PURPOSE</b>	To obtain an identifying number which is required to file NH tax related documents. SMLLC's are required by NH Law to file a separate entity tax return even though the SMLLC does NOT file a separate federal tax return. A New Hampshire Department of Revenue Administration assigned number, Department Identification Number (DIN), is necessary in order to process all tax related documents for a SMLLC.
<b>WHEN TO FILE</b>	This form must be filed at least 30 days prior to the due date of your first business tax document. Any changes in the registration information must be provided to the Department at least 30 days prior to the change.
<b>WHERE TO FILE</b>	NH Department of Revenue Administration Document Processing Division PO Box 637 Concord NH 03302-0637 <b>FACSIMILE DOCUMENTS ARE NOT ACCEPTED</b>
<b>NEED HELP</b>	Call the Department of Revenue Administration, Document Processing Division at (603) 271-2186. Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.

## SMLLC ENTITY INFORMATION

SMLLC NAME
SMLLC NUMBER & STREET ADDRESS
ADDRESS (continued)
SMLLC CITY/TOWN, STATE & ZIP CODE

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**DIN****ALL SMLLC's MUST USE THE DEPARTMENT IDENTIFICATION NUMBER WHEN FILING ANY AND ALL TAX RELATED DOCUMENTS.**

Your department assigned number shall be used in place of the member's federal employer identification number. When filing all future documents, the Department Identification Number shall be entered wherever federal employer identification numbers or social security numbers are required.

## SMLLC MEMBER INFORMATION

## MEMBER'S SSN OR FEIN:

SMLLC MEMBER NAME	PROPRIETOR'S OR PARTNER'S SSN
SMLLC NUMBER & STREET ADDRESS	PROPRIETOR'S OR PARTNER'S FEIN
ADDRESS (continued)	
SMLLC MEMBER CITY/TOWN, STATE & ZIP CODE	

ENTITY TYPE: ☐ ① Proprietorship ☐ ② Corporation/Combined Group ☐ ③ Partnership ☐ ④ Fiduciary☐ Yes, for federal income tax purposes, the income of the SMLLC will be reported on the tax return of the member as listed above.☐ No, for federal income tax purposes, the income of the SMLLC will NOT be reported on the tax return of the member as listed above. The income will be reported on the tax return for:

## MEMBER'S SSN OR FEIN:

NAME	PROPRIETOR'S OR PARTNER'S SSN
NUMBER & STREET ADDRESS	PROPRIETOR'S OR PARTNER'S FEIN
ADDRESS (continued)	
CITY/TOWN, STATE & ZIP CODE	

Under penalties as provided by law, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct and complete.

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SIGNATURE (IN INK) OF APPLICANT (Proprietor or Partner)

DATE

SIGNATURE (IN INK) OF OFFICER OF CORPORATION IF OTHER THAN OWNER

DATE

TITLE

MAIL  
TO:NH DEPT OF REVENUE ADMINISTRATION  
DOCUMENT PROCESSING DIVISION  
PO BOX 637  
CONCORD NH 03302-0637